



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
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FORT BELVOIR, VIRGINIA 22060-6222

IN REPLY
REFER TO

DESC-CPA

FEB 27 2004

CONTRACTING INSTRUCTION (CI): 04-04
MEMORANDUM FOR CI Distribution

SUBJECT: DEPI Parts 4.801, 14.205-1 through 14.205-5, General Contractor Files,
Solicitation Mailing Lists, and Bidder Application Form (DESC Form 14.2),

The DEPI coverage found at 4.801, 14.205-1 through 14.205-4, and bidder code application have been updated and are hereby attached. The bidder code application (DESC Form 14.2) replaces the SF 129 on the DESC website.

The DESC website has been updated by removing the SF 129 and informing contractors interested in being added to a solicitation bidder's mailing list to contact the appropriate contracting officer to the respective Commodity Business Units (CBUs). The contracting officers will complete the DESC Form 14.2 and forward to CPC to process.

This CI is effective immediately and expires upon inclusion in the DEPI. Point of contact is Susan Vaughn, extension 7388.

GABRIELLA M. EARHADT
Center Senior Procurement Official

Attachments:
DEPI coverage
DESC Form 14.2



SUBPART 4.8 - CONTRACT FILES

4.801 General.

(a) Official files. Each CBU is responsible for preparing and maintaining official records pertaining to solicitations and contracts. CBU official files will consist of preaward (solicitation) files, contract files, combination preaward/contract files, and contractor general files. CPC will retain contractor general files. (For contractor general files, see DEPI 4.801(b); for all other files, see DEPI 4.803.) These files will be maintained in accordance with this regulation, Part 4.8 of the FAR and DFARS 204.8.

(b) Contractor general files. Preparation and maintenance of this file is the responsibility of DESC-CPC, with input from the buying division and other support divisions. The standard file folder (see 4.803-101(a)) is divided into two sections: bidder code application and contractor general files.

(i) The first half of the standard file folder will be used exclusively by DESC-CPC for maintaining the bidder code application (DESC Form 14.2).

(ii) The second half of the standard file folder will be maintained by DESC-CPC with information furnished by other divisions. Documents forwarded to DESC-CPC for inclusion in this file will be clearly marked with the bidder code and instructions to file in the contractor general file. Documents contained in this part of the folder will include:

(A) EEO Report, including violations.

(B) Preaward Survey.

(C) Dunn and Bradstreet Report.

(D) Debarment and suspension notices. Other notices of ethical violations and allegations. If a suspension or debarment is terminated by the use of an Administrative Agreement, a copy of the Administrative Agreement should be placed in the contractor general file. News articles on debarment and suspension notices can also be placed in the contractor general file.

(E) Correspondence or other data of a general nature which relates to a contractor's ability to perform.

PART 14
SEALED BIDDING

SUBPART 14.1 - Use of Sealed Bidding

14.103 Policy

14.103-1 General

SUBPART 14.2 - Solicitation of Bids

14.201 Preparation of invitations for bids

14.201-2 Part I - The Schedule

14.201-101 Offeror submission packages

14.202 General rules for solicitation of bids

14.202-2 Telegraphic bids

14.205 Solicitation mailing lists

14.205-1 Establishment of lists

14.205-2 Removal of names from the solicitation mailing list

14.205-3 Reinstatement on solicitation mailing lists

14.204-4 Release of solicitation mailing lists

SUBPART 14.3 - Submission of Bids

14.301 Responsiveness of bids

14.301(b) Unauthorized telegraphic bids

14.304 Late bids, late modifications of bids, or late withdrawal
of bids

14.304-1 General

14.205 Solicitation mailing lists.

14.205-1 Establishment of lists.

(a) Each CBU will identify any changes to the DFAMS bidder mailing list application. CPC will process any changes to the system. CPC will provide to the CBUs upon request a bidders mailing list via DFAMS.

(b) DESC Form 14.2, BIDDER CODE APPLICATION, will be completed by the CBU and submitted to DESC-CPC to request the following:

- (1) Assign or delete bidder codes.
- (2) Changes in company names (novation agreements included) and/or addresses.
- (3) Association to particular purchase program numbers.

The CBU will forward the completed form to CPC to process. CPC will notify the CBU when the requested action has been completed.

14.205-2 Removal of names from the solicitation mailing list.

DESC-G will notify CPC of companies appearing on the Excluded Parties Listing System, the Specially Designated Nationals and Denied Persons Listing. CPC will file notification in the contractor general file on all companies on the preceding lists and will notify the appropriate CBU.

14.205-3 Reinstatement on solicitation mailing lists.

When a company's name has been removed from the preceding lists, upon notification from the CBU and DESC-G, CPC will reinstate by adding to a particular mailing list upon CBU request.

14.205-4 Release of solicitation mailing lists.

(101) DESC Form 15.26, MAILING LABEL REQUEST, is to be used to request solicitation mailing list labels. CPC will provide solicitation mailing list labels within one week from the CBU's request.

BIDDER CODE APPLICATION

1. ☐ Assign Bidder Code ☐ Delete Bidder Code ☐ Name/Address Change
DESC Bidder Code (CPC fills out) Has contractor previously been assigned a code:
Yes ☐ No ☐ If yes, please list

2. Contractor Name:

3. Contractor Address:

4. Names/Titles/Phone Number of Official Reps:

5. Type of Business: Dealer ☐ Manufacturer ☐ Service ☐

6. Business Size: Large ☐ Small ☐

7. TYPE/OWNERSHIP: Women Owned ☐ Women Owned Large ☐
Veteran-Owned Small Business: ☐
Service-Disabled Veteran Owned Small Business: ☐
Certified Small Disadvantaged Business: Yes ☐ No ☐
Certified HUBZone Small Business: Yes ☐ No ☐

8. Date Code is Assigned (CPC fills out) (mm/dd/yyyy)

10. CAGE Code

11. DUNS No.

11. PURCHASE PROGRAMS:

12. Bidder registered in CCR: Yes ☐ No ☐. Please check website
<http://www.gov/index.cfm> and click on search to verify bidder registration.

13. FAR 9.105-1 (c) (1) requires a contracting officer to determine contractor eligible prior to award. Please check that the contractor and its principles are eligible by using search menu at <http://epls.arnet.gov> and also checking <http://epls.arnet.gov/TerList1.html> and <http://epls.arnet.gov/TerListDOC1.html>. The search menu does not include the data found at the additional two links, thus all three must be checked. The contracting officer will need to check these three websites immediately prior to award.

Verified: Yes ☐ No ☐. If contractor or principle is ineligible, check *Treatment Code* for effect of suspension or debarment.

14. Is the address provided the sole place of manufacturer: Yes ☐ No ☐. If no, contractor must provide place of performance in their proposal submission.

15. Will terminal/locations other than that cited be used to ship supplies or services:
Yes ☐ No ☐ Contracting officers may need to contact contractors to obtain information.

16. Is contractor suspended, debarred, proposed for debarment or recommended for suspension or debarment: Yes ☐ No ☐

Signature _____ Phone _____ Date _____
☐ Contracting Officer ☐ Contract Specialist ☐ Small Business Specialist